



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: April 12, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement April 13, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, April 26, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM II

Fiscal Coordinator
Office of Intermodal Project Implementation
Chicago

Attachments
40936

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Tuesday, April 26, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technical Manager II

Salary Range: \$4,105 - \$7,315

Position Title: Fiscal Coordinator

Union Position: ☒ Yes ☐ No

Position Number: PW412-23-80-001-10-01

IPR#: 40936

Office/Central Bureau/District/Work Address:

Office of Intermodal Project Implementation / 100 West Randolph, Ste 6-600, Chicago, IL

Description Of Duties:

This position is accountable for contributing to the oversight of, and producing documents necessary to implement, the financial program of the Division of Public and Intermodal Transportation. In addition, the incumbent will be responsible for coordinating administrative tasks for the Division's operations budget and producing financial reports.

Special Qualifications:

The following criteria is required:

- A valid driver's license
- Occasional travel with overnight stays

The following criteria is desired:

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with major courses in business administration, public finance and/or public administration
- Two years' experience in public or business administration, public finance or accounting activities or equivalent experience and training
- Working knowledge of governmental operations accounting systems and Microsoft Office Suites
- Knowledge and understanding of transit programs, rail programs and operation line appropriations
- Detail-oriented
- Ability to perform basic calculations

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	2/4/2016	POSITION:	Fiscal Coordinator
APPROVED BY:	Linda Straube	OFFICE/DIVISION:	Public & Intermodal Transportation
CODE:	PW412-23-80-001-10-01	REPORTS TO:	Financial Services Unit Chief

Position Purpose

This position is accountable for contributing to the oversight of, and producing documents necessary to implement, the financial program of the Division of Public and Intermodal Transportation. In addition, the incumbent will be responsible for coordinating administrative tasks for the Division's operations budget and producing financial reports.

Dimensions

Annual Programs Budget:	\$110 Million
Annual Operations Budget:	\$2.9 Million
Annual Financial Reports:	50

Nature and Scope

This position reports to the Financial Services Manager as does the Fiscal Manager. There are no subordinates reporting to this position.

This position is responsible for organizing and controlling the financial management for a number of grant programs encompassing the four bureaus of the Division. The financial program management responsibility requires considerable review of transit and rail payments and constant attention to detail. The primary focus of the review establishes conformance with contractual stipulations and financial integrity. In certain instances grants may fund projects of large sophisticated transit systems. In other instance the receipts are less well prepared that the Division maintains sound fiscal control of these grant programs. In addition, this position has responsibilities in the area of operations budget administration. The ability of the incumbent to maintain relevant historical data and provide realistic projections will help to maximize available resources.

The greatest challenge is to become familiar with the many fiscal operations assigned to this position and understand the available mainframe systems used to house data. The incumbent must have the ability to pay close attention to the detailed fiscal information to ensure accurate and timely processing of fiscal documents. Typical problems confronting the incumbent include ensuring the proper coding requirements for various transit and rail programs have been met to avoid rejection from the Office of the Comptroller; resolving any discrepancies in data and organizing and filing of fiscal documents in an efficient manner. Another challenge is to maintain an effective accounts receivable system for the Division. Overcoming these challenges will require the incumbent to constantly establish and re-evaluate priorities for managing the workload.

The incumbent is personally accountable for reviewing division operation and program payments for mathematical calculations, assigning proper funding codes and ensuring sufficient funds are available prior to processing. This entails an understanding of the departments accounting systems and appropriations and various transit and rail programs. He/she prepares for approval the fiscal documents required for processing and monitoring the contractual agreements and the expenditure of funds associated with these programs. Once approved, the incumbent accurately enters the relevant information onto the Department's mainframe computer system. This position produces a large number of reports through the use of a personal computer which accurately reflect the fiscal activities of the Division.

Attention to detail is continuously required for the successful processing of these invoices and reports. With direction from the Financial Services Manager, the incumbent coordinates implements and controls the business services line items of the annual operations budget. In addition, the incumbent acts as the accounts receivable officer managing the collection of refunds due to the Department from a variety of sources.

This position maintains constant contact with Division staff in order to coordinate the fiscal activities. In addition, the incumbent will be in contact with the Office of Finance and Administration and the Office of the Chief Counsel. Externally, the incumbent maintains contact with the Department of Central Management Services and a large number of vendors and organizations with which the Division and Department do business.

The position is constrained by departmental rules and regulations. She/he has latitude to accomplish tasks but refers matters of a unique and/or sensitive nature to the Financial Services Manager for consultation. Some overnight travel may be required.

The effectiveness of this position may be measured by the ability of the incumbent to effectively organize, prioritize and coordinate the fiscal activities of grant programs and the operations budget. In addition, the effectiveness of this position may be measured by the ability of the incumbent to implement sound business practices with regard to administrative functions.

Principal Accountabilities

1. Reviews payments and agreements pertaining to the fiscal management of a variety of grant programs for financial and administrative compliance; recommends appropriate action to the Financial Services Manager.
2. Prepares for processing the computerized data entry and documents necessary to implement sound fiscal services for the Division's grant programs and operations budget.
3. Employs sound judgment and attention to detail in managing the large amount of financial data entry and paperwork assigned with a strong emphasis on timeliness and accuracy.
4. Provides relevant historical data and projections which contribute to effective business services planning and development.
5. Implements and controls an effective accounts receivable system for the Division.
6. Maintains an efficient centralized filing system of administrative documents for easy reference.
7. Performs other duties as assigned.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.